



City of Langford Annual Report 2019

TABLE OF CONTENTS

Langford Corporate Philosophy Statement	
Message from the Mayor	
Message from the Chief Administrative Officer	
Departmental Overview	7
Council Advisory Committees	9
Organizational Chart.....	10
Corporate Services	11
Department Overview	
Results from Past Year (2019)	
Legislative Services	12
Bylaw Enforcement	13
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
CRD Animal Care Services.....	16
Department Overview	
Building Department.....	17
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
Engineering Department	20
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
Fire Department	24
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
Parks and Recreation Department.....	27
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
Planning Department.....	30
Department Overview	
Results from Past Year (2019)	
Objectives and Measures for Coming Year (2020)	
Consolidated Financial Statements	CFS-1
Permissive Tax Exemptions	PTE-1
Annual Development Cost Charges	DCC-1



*Community pride and service
excellence through
innovation, flexibility and teamwork*

MESSAGE FROM THE MAYOR



City of Langford
www.cityoflangford.ca

I am proud to present our 2019 Annual Report to you on behalf of Langford Council and City staff. Langford has made tremendous progress over the last 27 years. Thanks to our hardworking Council and residents like you, Langford has become what it is today – a family-friendly and innovative community with some of the lowest taxes in the region. I am proud to say that Langford continues to be one of the best places to live in Canada.

Routine infrastructure maintenance continues without any increase in taxes. Earlier in 2019, we completed the Leigh Road connection, reducing driving time for residents, visitors and commuters while providing an additional route from North to Central Langford.

Keeping Langford affordable and family-friendly remains our top priority. Council continues to support affordable housing and home ownership initiatives while offering a wide range of housing options for residents of all ages and income levels. Construction continues to boom, with a significant increase in multi-family dwellings.

As our City grows, it is Council's priority to ensure that Langford continues to be a safe place to raise a family. With this in mind, Langford has a five-year plan to increase the number of First Responders by adding at least two police officers and three firefighters annually.

Earlier this year, the HSBC World Rugby Women's Sevens Series took place at Westhills Stadium with an impressive turnout. Professional football also arrived at Westhills Stadium in the form of Pacific Football Club (Pacific FC), a division of the FIFA sanctioned Canadian Premier League. The partnerships the City has made with organizations such as Pacific FC and Rugby Canada have put Langford on the map as an up and coming center for sports excellence in British Columbia. We are excited for other future events at the Stadium and other locations in Langford.

Recreation for families is very important to Council, and we continue to look to bring new opportunities to Langford. An oceanfront property on Finlayson Arm was purchased this year and will provide outdoor recreation opportunities to Langford youth and families. Looking forward, 2020 will see the opening of Boulder-House Climbing Gym and the Jordie Lunn Memorial Bike Park.

In closing, I would like to thank our dedicated City staff members for their hard work and dedication to delivering Council priorities and objectives. The work they do every day ensures that Langford continues to be the best place to live, work and raise a family.

Sincerely,

A handwritten signature in black ink, appearing to read "Stewart Young".

Mayor Stewart Young
City of Langford

MESSAGE FROM THE CAO



City of Langford

www.cityoflangford.ca

I am pleased to share the City of Langford's 2019 Annual Report. This report highlights the City's achievements over the last year. Along with my municipal colleagues, Mayor Young and Council, we are incredibly proud of the significant progress Langford has experienced in 2019 and are looking forward to building on this momentum in 2020.

In 2019, Mayor Young, Council and City staff focused on solidifying partnerships with stakeholders in the community and ensuring that decisions made reflect the needs of Langford residents. In 2019 alone, Langford added 360m of new bike lanes, 1.8km of new sidewalks, 76 new streetlights and six new crosswalks. The City will continue to strategically invest in local amenities and infrastructure to ensure our local economy's long-term viability.

The new Belmont Market mixed-use development continues to be under active development. With a combination of ground floor commercial units and more than 400 rental and condo units above, the market offers a convenient and desirable lifestyle to first-time home buyers, working professionals and those looking to downsize. Additionally, the City-sponsored the Belmont Market Rent-to-Own housing program, allowing homeownership opportunities to those who otherwise may not have had that option. Development in other areas of the City also continues, with a significant increase in multi-family dwellings, townhomes and single-family homes with suites.

As we welcome more residents into our community, there is an increased need for additional public safety services. The 2019-2023 Five Year Financial Plan reflects Council's priority of public safety. 2019 represented the second year of a five-year program that will increase fire department and police resources to further meet our growing population's safety needs.

2019 saw the grand opening of the expanded Westhills Stadium and the commencement of the Pacific Football Club's inaugural season. The City of Langford will continue to establish Langford as a sports tourism destination via partnerships with sporting organizations. We're excited for Langford residents to be able to experience future world-class events in their own community. Earlier this year, the City purchased an oceanfront property on Finlayson Arm which will provide ocean access for residents and sport user groups for years to come.

Attainable homeownership remains one of Council's main priorities. Our award-winning Affordable Housing program continues to provide families with lower-income housing and helps to ensure Langford remains one of the most affordable communities in the Greater Victoria region.

This report will provide more information on each department's achievements this last year and future goals for 2020. The City of Langford is a diverse and rapidly growing community. I would like to thank each staff member for their continuous dedication and hard work in making Langford a wonderful place to be.

A handwritten signature in black ink, appearing to read "Darren Kiedyk".

Darren Kiedyk
Chief Administrative Officer

DEPARTMENTAL OVERVIEW

Corporate Services

Corporate Services encompasses Administration, Legislative Services, Bylaw Enforcement, and CRD Animal Control.

- The Administration Department receives, analyzes and resolves citizen concerns, complaints and inquiries; provides clerical and staff support for Mayor, Council and CAO; and is responsible for the human resources, communications, the City's land portfolio, contractual matters and other special projects for the City.
- The Legislative Services department is responsible for Langford's corporate administration under the Community Charter, including maintaining City records, agendas, minutes and bylaws. It also manages or supports numerous other legislative and corporate functions, such as information access, privacy, Council and committee administration, elections, contracts, agreements and policies.
- Bylaw Enforcement (Community Safety and Municipal Enforcement) addresses a wide range of issues, ensures the public is well informed of bylaws, and assesses risk in our community. They monitor the community so that it remains a safe and enjoyable environment for all. The Department works closely with many agencies to provide the highest level of service.
- The City of Langford operates its Animal Control function through an annual contract with Capital Regional District Animal Care Services. These services have been reliably provided to our residents for a number of years, and the Animal Control Officers are based out of an office located on Veterans' Memorial Parkway right in the core area of Langford.

Building Department

The Building Department provides building permits to residents and contractors who require new construction and alterations, additions, repairs, demolitions, removal or relocations of existing buildings within their property. The Owner(s) of the property is responsible for carrying out the works in full accordance with the requirements of the BC Building Code and other applicable regulations. Inspections are required by the City throughout the construction phase and/or upon completion.

Engineering Department

The Engineering Department serves the public in several aspects of the community including construction activities related to land development, capital projects/public infrastructure, and public works such as road maintenance and repairs, bike lanes, sidewalks and street lighting, as well as the City of Langford's ongoing beautification project, with hanging baskets and Christmas lights. The Department works closely with West Shore Environmental Services, CRD Water, BC Transit and School District #62.

Finance Department

The Finance Department is responsible for the day to day financial activities of the City. The department provides financial information to Council and staff. The department administers accounts payable, receivable, payroll, benefits, insurance and risk management, annual property tax notice distribution and collection, information technology, budget and preparation of the annual financial statements. The department works close with other city departments to ensure fiscal responsibility of the City's operations and assets.

DEPARTMENTAL OVERVIEW

Fire Rescue

The Fire Rescue Department is a composite fire department made up of career and volunteer members, operating from three stations within the City. The Fire Rescue Department function includes fire suppression, first response, auto extrication, water rescue, rope rescue and technical high angle rescue. The Department provides fire and life safety education, fire safety inspections and fire investigations. Station 1 also houses the CRD Regional Fire Dispatch Centre, established in 2013.

Parks and Recreation Department

The Department is responsible for the Capital construction and Operational maintenance of parks, trails and landscaped boulevards. In addition, the Department oversees activity related to Recreation including the maintenance of City recreation facilities.

Planning and Land Development Department

The Planning Department ensures that municipal goals are reflected in the Official Community Plan and planning policy documents. The Department provides professional and technical advice on current and future land uses, as well as a wide range of issues including housing, heritage, environment, subdivision and social policy.

MAYOR AND COUNCIL

Mayor Stewart Young
Councillor Denise Blackwell

Councillor Matt Sahlstrom
Councillor Lanny Seaton

Councillor Norma Stewart
Councillor Lillian Szpak
Councillor Roger Wade

COUNCIL ADVISORY COMMITTEES

Administration and Finance Committee

Councillor Matt Sahlstrom, Chair
Councillor Lillian Szpak, Vice-Chair

Mr. David Adair
Mr. Brett Border
Ms. Jennifer Paget

Mr. Sam Auerbach
Mr. Frank Hudson
Mr. Dennis Seed

Parks, Recreation, Culture and Beautification Committee

Councillor Lanny Seaton, Chair
Councillor Roger Wade, Vice-Chair

Mr. Norman Arden
Ms. Morry Stearns
Mr. Allen Sturgeon
Mr. Graham Harrison

Mr. Randy Prettie
Ms. Karen Reece
Ms. Jennifer Whitehouse

Planning, Zoning and Affordable Housing Committee

Councillor Denise Blackwell, Chair
Councillor Roger Wade, Vice-Chair

Ms. Cheryl Brown
Mr. Steve Harvey
Mr. Kent Sheldrake

Mr. Malcolm Hall
Mr. David Horner

Protective Services Committee

Councillor Lillian Szpak, Chair
Councillor Lanny Seaton, Vice-Chair

Mr. Mike Wignall
Ms. Deborah Wilson
Mr. Tony Cox

Mr. Rob Crompton
Mr. Hans Frederiksen
Lt. Dan Darche (LVFR Rep)

Transportation and Public Works Committee

Councillor Roger Wade, Chair
Councillor Norma Stewart, Vice-Chair

Mr. Les Bjola
Mr. Nicholas Johal

Ms. Christine Lervold
Mr. Brad Sifert

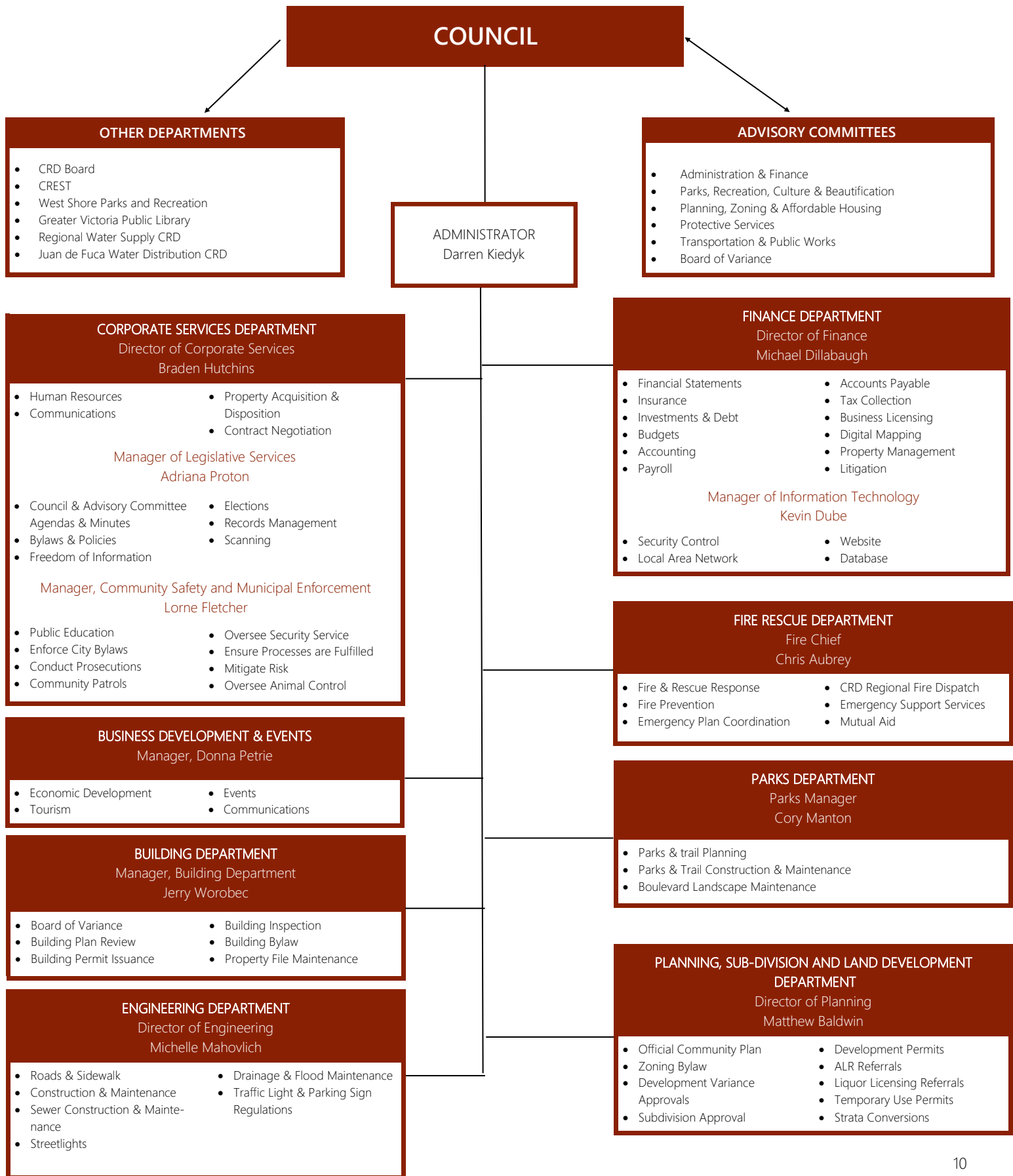
Board of Variance

Mr. Cliff Curtis
Mr. Jim Hartshorne

Mr. Terry Young
Ms. Rachael Sansom

Mr. Hans Frederiksen
Mr. Ron Coutre (alternate)

ORGANIZATIONAL CHART



Results from 2019

Council Meetings

Regular Council Meetings	19
Special Council Meetings	7
Committee of the Whole	

Committee Meetings

Planning, Zoning and Affordable Housing	11
Protective Services	4
Transportation & Public Works	2
Administration & Finance	5
Park, Recreation, Culture & Beautification	3

Bylaws

New Bylaws in 2019	53
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Types of Bylaws

OCP Amendments	5
Zoning Amendments	22
Road Closure	5
Financial	7
Regulatory Amendments	10
Sewer	0
Other	4

Personnel

140 active employees working as of December 31, 2019
0 employees on Long Term Disability in 2019
33 new employees recruited in 2019

Property

Property Purchases	\$ 3,676,000
Property Dispositions	\$ 1,359,000

LEGISLATIVE SERVICES

RESULTS FROM 2019

- 108,694 pages scanned (7% increase)
- 36 FOI requests (3% increase)
- 433 property records requests (14% increase)
- 1758 new addresses created (7% increase)
- Assumed responsibility for, and reviewed process for property records requests
- Standardized City Hall training for FOI, privacy, records and scanning (29 sessions, with an average of 9-10 staff per session for a total of 276 training hours)
- Completed agenda management software pilot project
- Completed Council policy review, including amendment of 3 policies and repeal of 76 obsolete policies
- Completed City Hall paper records clean-up

Objectives and Measures for 2020

In 2020 the Legislative Services department will:

- Continue to ensure that the City fulfills its corporate administration responsibilities in an ethical manner
- Continue to provide prompt and thorough responses to FOI, scanning and records requests
- Implement agenda management software
- Initiate review of regulatory bylaws
- Initiate review of current Privacy Impact Assessments (PIA)

BYLAW ENFORCEMENT

DEPARTMENT OVERVIEW

As in past years, the duties our Officers performed in 2019 were both varied and rewarding. Most importantly, this wide variety of our effort is of direct and measurable benefit to the community.

Throughout the year, our Officers addressed complaints and violations of City Bylaws in the areas of Noise, Parking, Land Use, Building, Soils movements, Watercourse Protection and Burning Regulations. We also played a significant role in providing enhancements to community safety by assisting BC Hydro, the Fire Department and the West Shore RCMP at a number of emergency incidents like motor vehicle accidents, trees down on power lines, gas line breaks and others - mainly by providing on scene traffic and roads controls.



Community Safety Officer assisting at MVI—VMP and Millstream Overpass

Our strong efforts at dealing with incidents of public dumping on City lands and our dealings with graffiti and other forms of vandalism continued to keep Langford tidy and clean to a standard most residents approve of and appreciate.

RESULTS FROM 2019

Parks and Trail Patrols - Our department delivered another very rewarding and safe summer for our residents and visitors, particularly within the scope of our Officer conducted bike patrols of City Parks, beaches and the expanding Trails network. The significance of this community safety presence as provided to the public was frequently commented on as Park and Trail users thanked our Officers for being present with watchful eyes and to offer enforcement intervention where needed in these public spaces.



"You got how many warnings?"

Traffic/Parking Issues - On-street parking issues continue to be a significant area of public complaint in our quickly growing community, and therefore something that needs regular attention from our Officers. In practice, we primarily provide warning notices to those motorists who contravene the City's Traffic Bylaw, but repeat offenders will receive a penalty (ticket) when they choose to ignore previously issued warning(s). Our Officers wrote 1200 parking warning notices in 2018 and that number increased to 1601 in 2019. Actual ticket/penalty issuance following such warnings was minimal, so we are convinced people respond to, and appreciate those initial educational/warning notices.

Bike Lanes - As in past years, a small number of files were opened to proactively defend the many new and existing bike lanes where vehicles were seen parked in violation. Our efforts continue to "provide a remarkable reduction in bike lane impediment violations in the community which serve to keep cyclists safer. Our department recognizes the significance to the community the expanding cycling network provides, and our efforts continue to ensure these lanes remain an accessible and safe part of Langford's infrastructure.

OBJECTIVE AND MEASURES FOR 2020

We foresee an expansion of our coverage and service later into the evenings through modifications of Officer Shift schedules in 2020.

With the advent of retail cannabis retailers arriving in our community, our Officers expect to play a role in helping to address a range of concerns that might relate to clean air and smoking issues. We expect to make a difference mainly through educational steps as a mainstay of our enforcement efforts.

Our Officers will continue to offer the high levels of service to our residents by responding to incoming complaints, mediating where necessary, proactively dealing with observed safety issues and by continuing to backstop the good work being done by our emergency services partners such as the Fire Department and RCMP.

Fig. 1: 2019 Bylaw Enforcement Departmental Activity by Complaint Type

Complaint Type	2019	2018
ANIMAL CONTROL (in house)	15	155
ASSIST LANGFORD FIRE DEPARTMENT	4	41
ASSIST RCMP (total)	49	103
Squatters (Camps/Panhandlers)	8	7
B&E VANDALISM		
BUILDING (total)	18	10
No Permit	2	4
BURNING & FIRE REGS	130	115
BUSINESS LICENCE	1	1
CLANDERSTINE LAB (grow ops)	-	-
CYCLE NO HELMET	6	8
DAMAGE TO CITY PROPERTY	8	15
DEVELOPMENT PERMIT (Include Home and Industry)	-	-
FALSE ALARM	222	152
FIREARMS & BOWS	1	1
FIREWORKS	6	5
GRAFFITI	95	20
NOISE (total)	120	90
Construction	30	29
Social	56	32
PARKS (total)	45	67
Possess/Consume Liquor	3	4
SIGN	5	17
SOIL REMOVAL/DISPOSAL	2	4
TRAFFIC (total)	2436	2050
BVWN'S (warning notices issued)	1601	1200
TRUCK ROUTE	15	26
UNSIGHTLY PREMISES (total)	150	134
Deposit Rubbish/Debris	62	56
WATERCOURSE PROTECTION	5	2
ZONING (total)	111	63
Suites	10	4
Land Use	30	2
Occupy Accessory	15	14
Unlicensed Vehicles or Parts (on private land)	7	9
Home Occupation	2	5

CRD ANIMAL CARE SERVICES

DEPARTMENT OVERVIEW

Langford Council Contracts a range of animal control services from the Capital Regional District Animal Care Services Department, along with many of the region's municipalities. Monthly and annual activity is reported by CRD Animal Care Services to the Manager of Municipal Enforcement at Langford.

The contract includes management of dog licensing, the provision of pound services, and 7 day-week enforcement of the City's Animal Control Bylaw value-added services are also included, for example, Animal Care Services cooperates with volunteer animal welfare and adoption agencies to ensure the best possible chance for found, surrendered and unclaimed animals. Animals available for adoption are regularly featured on the CRD website.

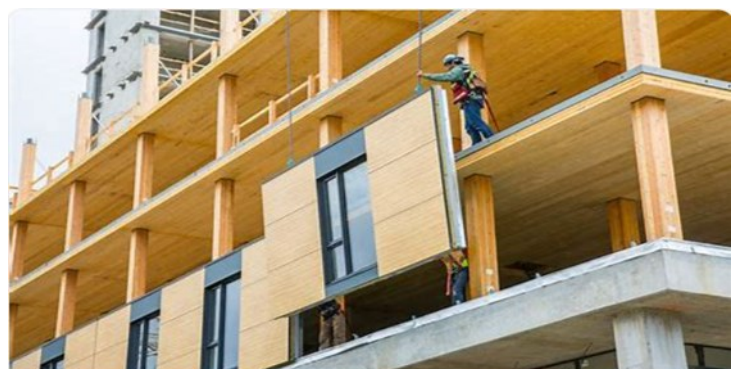
RESULTS FROM 2018

Animal Control Services	2019	2018
PATROL HOURS	1112	1705
COMPLAINTS	493	170
Cats	73	76
Livestock	1	15
Dogs (total)	319	334
At large	164	163
Attack - Domestic	20	26
Attack - Human	13	22
Attack - Livestock	3	0
Barking	85	92
In Vehicle	8*	-
License	1	2
Excrement	10	5
On Beach	0	0
Safe Keeping	3	4
Too Many	1	0
Unsanitary Pens	0	1
Welfare/Abuse	8	19
Other Animals	6	17
ENFORCEMENT ACTIONS	99	170
IMPOUNDS	94	117
Cats	43	55
Dogs	44	54
Other	7	8
POUND ACTIVITY		
Dogs		
To rescue agency	2	1
Adopted	1	4
Euthanized	0	2
Return to Owner	39	45
In Shelter	-	-
Cats		
To rescue agency	5	13
Adopted	20	16
Deceased	3	3
Euthanized	5	2
Return to Owner	10	19

BUILDING DEPARTMENT

RESULTS FROM 2019

- A review of 2019 shows that the Building Department experienced high volumes of multi-family type builds. Six-storey rental units were the primary application for permits, while Single Family Dwelling (SFD) housing saw a slight decrease in volume in comparison to 2018; however, land development in preparation for SFD's starts in 2020 seems steady.
- Commercial types of construction, consistent with warehousing, storage facilities and the new Belmont site, made up most of the commercial space. This included providing new units for small businesses, as well as alterations to existing commercial buildings.
- Residential home improvement applications were minor in volume and basically addressed new and alterations to decks and accessory buildings. Sewer connections became prevalent as the mandatory requirement to connect to the city's system was declared.
- As per the applications noted above, Building Inspections and Plan Reviews for the issuance of permits were at a constant level, keeping the existing Building staff very busy in order to maintain service levels. With the availability of relief Inspectors and short-term Building Assistants, we were able to just maintain the volumes during the year. On-going monitoring of staffing levels in relation to projected and actual volumes have been undertaken. As a result, we have determined that an increase in staffing levels related to the Building Assistants is required to ensure service levels do not diminish due to high volumes of application processing, counter/phone interaction with the public and clients, and the permit-document processing.
- During the year, the Building Department continued to work with our IT Department towards the implementation of the **Electronic Plan Review (EPR)**. This process will eliminate paper plans and subsequent documentation and will allow the complete application submission, plan review process and issuance of the permit to be done electronically. This is a proactive step forward to also alleviate staff time in receiving and processing the paper documents, then prepare them for the scanning process. It will also lessen our impact on the environment by reducing the amount of paper we handle.
- As with any new system there will be a learning curve which may translate into a slightly slower application and processing time. The "Go Live" date is tentatively scheduled for September 2020.
- There were new additions to the **2018 BCBC (BC Building Code)** with respect to the adoption of code language to allow **Encapsulated Mass Timber Construction** up to 12 stories. This required Local Government to register with the **Building Standards and Safety Branch** if interested in receiving this approval. Langford registered our interest in receiving and being allowed to use this new code language as interest from Local Developers to build to this Construction type were presented to the City of Langford.



Permit Type/Work Class	2019 Permits Issued	2019 Construction Costs	2019 Residential Units	2019 Non-Residential Units
BUILDING				
Accessory Building	11	\$736,979.00		
Additions and Alterations	84	\$9,168,411.50	5	
Attached Duplex	3	\$2,596,848.00	6	
Carriage House				
Commercial	14	\$30,725,000.00		8
Detached Duplex				
Foundation	35	\$17,194,900.00		
Industrial	2	\$2,075,000.00		
Institutional	3	\$420,000.00		
Multi Family	19	\$25,700,000.00	815	1
Reno				
Residential Suite				
Single Family Dwelling	59	\$3,418,740.00	59	
SFD with Suite	103	\$53,183,740.00	206	
Tenant Improvement	55	\$12,467,210.00		3
Townhouse	38	\$30,561,677.50	125	
Building Totals	426	\$360,260,572.00	1217	12
CHIMNEY				
Chimney	1			
Oil Furnace	3			
Oil Tank	24			
Solid Fuel Burning Appliance				
Woodstove	1			
Chimney Totals	29			
DEMOLITION				
Demolition	22			1
Demolition Totals	22			1
PLUMBING				
Irrigation	13			
Plumbing				
Pools				
Regular Plumbing Permit	362	\$3,000.00		
Sewer	390	\$374,690.00		
Sprinkler	42	\$4,375.00		
Plumbing Totals	807	\$382,065.00		
TOTALS	1284	\$360,642,637.00	1217	13

PERMITTING FEES	FEES YTD
Building Permit Fee	\$2,124,914.66
Chimney/SFBA Fee	\$841.32
Demolition Fee	\$1,313.75
Extension of Permit Fee	\$278.20
Plumbing Fee	\$263,698.90
Re-Inspection Fee	\$162.00
	\$2,391,208.84

OBJECTIVES AND MEASURES FOR 2020

In 2020 the Building Department shall continue;

- To review and access our service to our development and resident community.
- This allows for adjustments as needed to maintain consistency in development if markets fluctuate.
- To pursue the implementation of electronic permit application, review and issuance.
- As we do day-to-day, we will continue to strive for community pride and service excellence through innovation, flexibility and team work.

DEPARTMENT OVERVIEW

The Engineering Department consists of two areas of operation; Construction and Public Works.

The Construction group is responsible for overseeing capital construction projects such as the West Shore Parkway Completion Project and the Millstream Overpass Improvements, as well as construction related items for land development/subdivision projects. Construction staff are also responsible to oversee upgrades or replacements for such items as culverts.

Public works staff are responsible for overseeing ongoing road maintenance including storm water control, road quality, sidewalks, bike lanes and streetlights. Public works staff are also responsible for outside beautification items such as hanging baskets and Christmas lights.

RESULTS FROM 2019

2019 Sewer Construction (West Shore Environmental Services):

1. Sewer System

- Designed and tendered the Knotty Pine, Goldstream & Rodney Road sewer extension.
- Completed construction of the Jacklin Road and Terlane Avenue sewer extension under the direction of the City of Langford and the Belmont Market Project.
- Completed construction of a mainline sewer extension for 1077-1085 Goldstream Avenue.
- Began construction of the Sooke Road Pump Station in conjunction with the City of Langford and certain grant money.
- Received approximately 684 new connections (SFE) to the Langford sewer system, including 396 mandatory connections consisting of 322 paying SCRF's and 74 non-paying in existing SSA's.
- 33 individual sewer services constructed, including connection of Strata 1531 (Shelby 7 lots) and Strata 2908 (Crystalview 7 lots).
- Attended 5 sewer back-ups at various Langford properties offering assistance to ensure city infrastructure was clear.
- Repaired 1 damaged manhole frame and cover.
- Discovered a major root intrusion partially blocking the sewer servicing Wild Berry Bend, the sewer line and corresponding manhole was remediated and cleared of plants and other debris to prevent further issue.
- Installed a heavy-duty check-valve in the low pressure system along Selica Road to mitigate pressure issues that were noted in that section of line in 2019.
- Continued to update the 2008 Sewer Master Plan.
- Continued updating and maintenance of digital GIS sewer database.
- Continued use of the Lucity Asset Management software and its integration with GIS. The asset management program is now fully functional.
- During 2019 WSES engaged Corix Utilities Inc. to hire an operations team to bring maintenance activities in-house. The successful transition of operations and maintenance of the sewer system commenced in April 2019, with a planned transition for the operations team to work directly for WSES in 2020.

2. Inflow and Infiltration Program

- 102 sewer manholes inspected for inflow and infiltration.
- Rehabilitated 52 sewer inspection chambers.
- 7834m of sewer main CCTV videoed; approximately 1461 m of main power flushed and cleaned.

3. Pump Station Upgrade and Maintenance

- Completed annual maintenance and servicing of all pumping equipment including 6 pump rebuilds, and 3 swelled cable repairs.
- Rebuilt 3 pump flush valves.
- Completed annual maintenance and servicing of all electrical controls and equipment.
- Initiated purchase and installation of new Odour Control Equipment for Leigh Road Pump Station. Installation to be completed early 2020.
- Completed annual load testing and servicing of all 7 standby generators, resulting in replacement of 1 battery, and drive belts at 2 sites, and radiator caps at 3 sites.
- Tested all backflow preventers, which resulted in 2 needing to be replaced.
- Upgrades in 2019 to the Leigh Road lift station included the installation of a new fence to stop foot traffic through the area; and a switch over to a newly installed forced main for the station discharge in conjunction with the new Leigh Road intersection/ alignment.

Storm Drainage

Capital

- Completed major drainage improvements at the outlet culvert under the TCH that drains Langford Lake



Trans Canada Highway Culvert

- Completed several culvert replacements for aging infrastructure including:
 - Worrall Drive
 - Kyle Place
 - Rowils Crescent
 - Latoria Rd/Happy Valley intersection
 - Lodmell Road – catch basin and culvert
 - Lake End Road – culvert upgrade
 - Walfred Road – culvert upgrades

Maintenance

- ◆ Completed annual storm water pond maintenance removing invasive species, weeds and any blockages as necessary in all storm water ponds.
- ◆ Completed stream and culvert inspections and cleared debris as necessary.
- ◆ Installation of several rock pits on road edges for the annual rock pit program to improve roadside drainage in older established areas of the City including at:
 - City Center Park
 - Finney Road
 - Jacklin/Station Avenue
 - Strathmore
 - Shelby Place



Roadworks

Capital

In 2019, the City completed the:

- Opening of the Leigh Road Railway crossing (Developer funded)
- Installed a new signalized intersection at Florence Lake Road and McCallum Road



- Annual kiosk wraps



- Installation of a left turn bay on Latoria Road at Happy Valley Road
- Claude Road boulevard improvements near Fairway Market/Mall
- Continued to work with BC Transit to install more bus shelters

Operating – Added in 2019 were the following:

- 600m of new roads
- 181 signs
- 360m of bikelanes
- 1.8km of new sidewalks
- 76 new streetlights

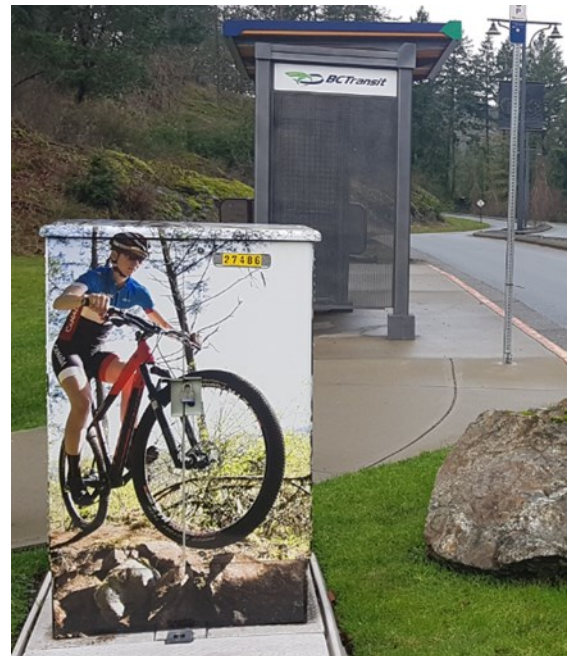
Maintenance

- Completed annual Road Crack Sealing Program.
- Completed annual Pothole/Pavement Repair Program.
- Undertook sidewalk inspections and repairs as necessary.

OBJECTIVES AND MEASURES FOR 2020

In 2020, the Engineering Department will continue to:

- Complete capital construction projects in accordance with the approved Annual Budget,
- Maintain City infrastructure, and
- Beautify the City.



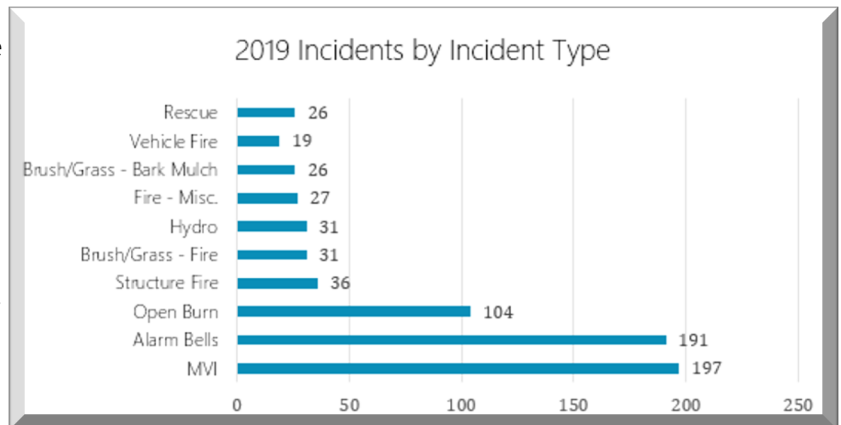
FIRE RESCUE DEPARTMENT

DEPARTMENT OVERVIEW

Langford Fire Rescue provides 911 emergency response to residents and visitors throughout the community. The department is considered full service providing resources for fire suppression, motor vehicle accidents, hazardous materials responses, technical and water rescue as well as emergency medical responses. In addition, members conduct Fire and Life Safety Education sessions, directed at a wide variety of community demographics and social groups, provides valuable information and exposure to the dangers of fire and other hazards. Pre-occupancy inspections as well as annual fire inspections of public and commercial properties are designed to educate owners of fire mitigation techniques as well as code requirements to prevent fires. The department also conducts fire investigations for all fires within the community.

At the core of the department remains a highly dedicated and trained group of volunteer firefighters. They perform all aspects of department operations related to fire suppression and public education.

Seventeen career members are responsible for department management and supervision, inspections, training, public education, emergency planning and operations. An Administrative Assistant provides technical and administrative support to all members of the department as well as to the Emergency Support Services volunteers, Amateur Radio, the Women's Auxiliary and the Volunteer Firefighters Association. The department also contains the CRD Fire Dispatch Center employing 8 dispatchers. The center dispatches for 17 fire departments in the region as well as answering after-hours public works calls.



RESULTS FROM 2019

- DEVELOP A PARTNERSHIP AGREEMENT WITH WOUNDED WARRIOR CANADA TO PROVIDE MENTAL HEALTH SUPPORT FOR OUR FIRST RESPONDERS

The partnership between Wounded Warrior Canada and Langford Fire Rescue was announced on January 15, 2019. The members of LFR are grateful to have the mental health support of the Wounded Warrior team and we look forward to a lasting relationship.



- ESTABLISH A LIST OF HIGH RISK WEST SHORE BUILDINGS THAT WILL HAVE AN AUTOMATIC RESPONSE FROM MULTIPLE FIRE DEPARTMENTS

The Fire Departments of Langford, Colwood and View Royal have each shared their lists of high risk buildings and have created automatic responses for each department and building. The Departments recognize the resources they have in each other and are working together to build stronger relationships to benefit the entire Westshore.

- DEVELOP A REGIONAL FIRE INVESTIGATION TEAM

The Fire Investigators of Langford, Colwood and View Royal have formed an Investigation Team which allows each department to utilize the skills, tools/equipment and expertise of the partner departments for various investigations. Other area municipalities, such as Sooke and Metchosin, are also able to draw on this knowledge and support if needed.

- CONTINUE WITH THE GROWTH PLAN OF STAFFING STATION 2

2019 saw Langford Fire begin the second year of our 5-year plan to expand our fire protection model of staffing Station 2. One Captain in the Prevention Division and two general Firefighters were hired which once again improved response times during the day and added additional personnel for maintenance, fire prevention and inspections.

Staff have begun renovating Station 2 in order to prepare the space for staff and 24-hour duty crews.

There were some additional staffing changes as a result of the departure of our Assistant Chief of Communications. These changes included promoting our Assistant Chief of Operations to Deputy Chief and creating a "Communications Coordinator" position at the Lieutenant level. The Deputy Chief and Communications Coordinator are now responsible for the function of the CRD Regional Fire Dispatch Centre which operates out of our Peatt Road station.



- FIND OPPORTUNITIES TO GAIN SUPPORT FOR A REGIONAL FIRE DISPATCH CENTER

We continue to work to support and build the CRD Regional Fire Dispatch Centre. July 2019 saw Langford and the CRD enter into a 5-year co-location agreement with the City of Victoria which allowed the Victoria Fire Department to move their dispatch center to our Peatt Road location.

The transition was a smooth one with our Operators welcoming the four members of Victoria Fire Dispatch. One of the CRD Relief Operators has been cross-trained to allow for sick/vacation coverage for both sides of the Centre.

- ESTABLISH A PUBLIC ALERT NOTIFICATION SYSTEM

The municipalities of Langford, Colwood, Highlands and View Royal have created "Westshore Alert". Residents of each municipality can register to receive alerts/notifications by landline, cell phone, email and text. To date 453 Langford residents have registered for the service.

- NEGOTIATE A NEW COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 2848

Through successful negotiations, we were able to renew the Collective Bargaining Agreement with IAFF Local 2848. The new agreement is set to expire on December 31, 2023.

- CREATE A COMMUNITY WILDFIRE PROTECTION PLAN

In 2019 the City of Langford was awarded a UBCM grant for the creation of a Community Wildfire Protection Plan. Through the RFP process Diamond Head Consulting was selected as the successful submission. The Fire Chief has been working with Diamond Head and hopes to see the completed plan by mid-2020.

OBJECTIVES AND MEASURES FOR 2020

Key initiatives for 2020 include:

- Continuation of the Emergency Response Optimization Plan
- Enhance the Training Area
- Evacuation Route Plan and Hazard Risk Vulnerability assessment
- Update the City of Langford Emergency Response Plan



PARKS and RECREATION DEPARTMENT

DEPARTMENT OVERVIEW

2019 was a very busy year for the Parks and Recreation Department. Pacific FC hosted the first ever CPL game at Westhills Stadium on Saturday April 28 amidst active construction of the bleacher seating. Westhills Stadium Expansion and Sarah Beckett Memorial Playground were officially opened to the public on August 24. Both events were well attended and celebrated by the community. The Rugby Canada Women's Sevens in May was attended by over 6500 fans. Pacific FC in partnership with the city constructed and opened their Indoor Training Facility in December 2019. The Artificial Turf Field was removed from Goudy Field and moved to Belmont High School to create an additional field for student use as well as the community. Throughout the summer, our student collected and tracked over 1,000 assets throughout the City's parks, trails and boulevards. The City acquired over 24 acres of ocean front property at 3680 Trans-Canada Highway and improvements were made to the site over the summer and fall. Rowing BC is partnering with the City to maintain and operate water based activities at the site. Jessica Gowing, Project and Research Coordinator, went on maternity leave in March and was back filled by Trevor Auger for the summer and fall. Yari Nielsen returned to the City in the position of Senior Technician.

RESULTS FROM 2019

Development of Land Development Referral/Inspection Processes

Working in conjunction with Engineering, Planning and Land Development Departments, Parks staff review and approval all landscaping on public lands. An emphasis on the development of processes to improve the inspection and tracking of these developments from the Parks Department has been undertaken to ensure a more efficient involvement and ultimately, the timely completion, of the development.

Highlights of 2019

- **City Centre Park Stadium Expansion**
The Stadium Expansion started in the fall of 2018 and was officially opened to the public on August 24, 2020. The stadium is home to Pacific FC, Rugby Canada and the Westshore Rebels Junior Football team. The city hosted over 25 events at the stadium through 2019.
- **3020 Glen Lake Road**
The City purchased the neighboring property adjacent to the stadium site at 3020 Glen Lake Road. This property has become the location of the Sarah Beckett Memorial Playground which opened on August 24. Future plans for the site include the construction of a multi-purpose recreation space with Boxing BC as the main tenant.
- **3680 Trans Canada Highway**
The City purchased 24 plus acres with ocean frontage. The property contains two dwellings along the waterfront. An older house located on the property was demolished in July 2019. Improvements have been made to the property including: renovations to the two dwellings; installation of water treatment infrastructure; upgrades to the septic system; landscaping; and the addition of docks.
- **Asset Management**
The Park's summer student collected the Parks asset's for the parks, trails and boulevards. Together with the GIS these were inputted online into the Parks Assets Map.

- **Bear Mountain Parkway Boulevard and Trails**
The east side of Bear Mountain Parkway was re landscaped in the fall of 2019 with the addition of artificial turf and new irrigation in the centre median. This work was completed by Ecoasis who provides landscape maintenance for the city.
- **Goudy Field Replacement**
The Goudy Field Replacement started in late 2018. This involved moving the turf off Goudy Field and installing it a Belmont High School. Goudy Field will get getting a new certified turf. The installation was completed in March 2019.
- **Kettle Creek - Pacific FC Indoor Training Facility**
Pacific FC in partnership with the city of Langford constructed an 80,000 square foot Indoor Training Centre which opened to the community in December 2019.
- **Weed Harvester and Conveyor**
The existing weed harvester and conveyor were sold and those funds helped purchase a new harvester and conveyor which arrived in June 2019.
- **Centennial Park Sewer Hookup**
Sewer was hooked up to the washroom building at Centennial Park
- **Contract Renewal**
The operating and maintenance contract for City Centre Park facilities other than the Stadium and Goudy Field was rewritten and signed for 2019 – 2024.

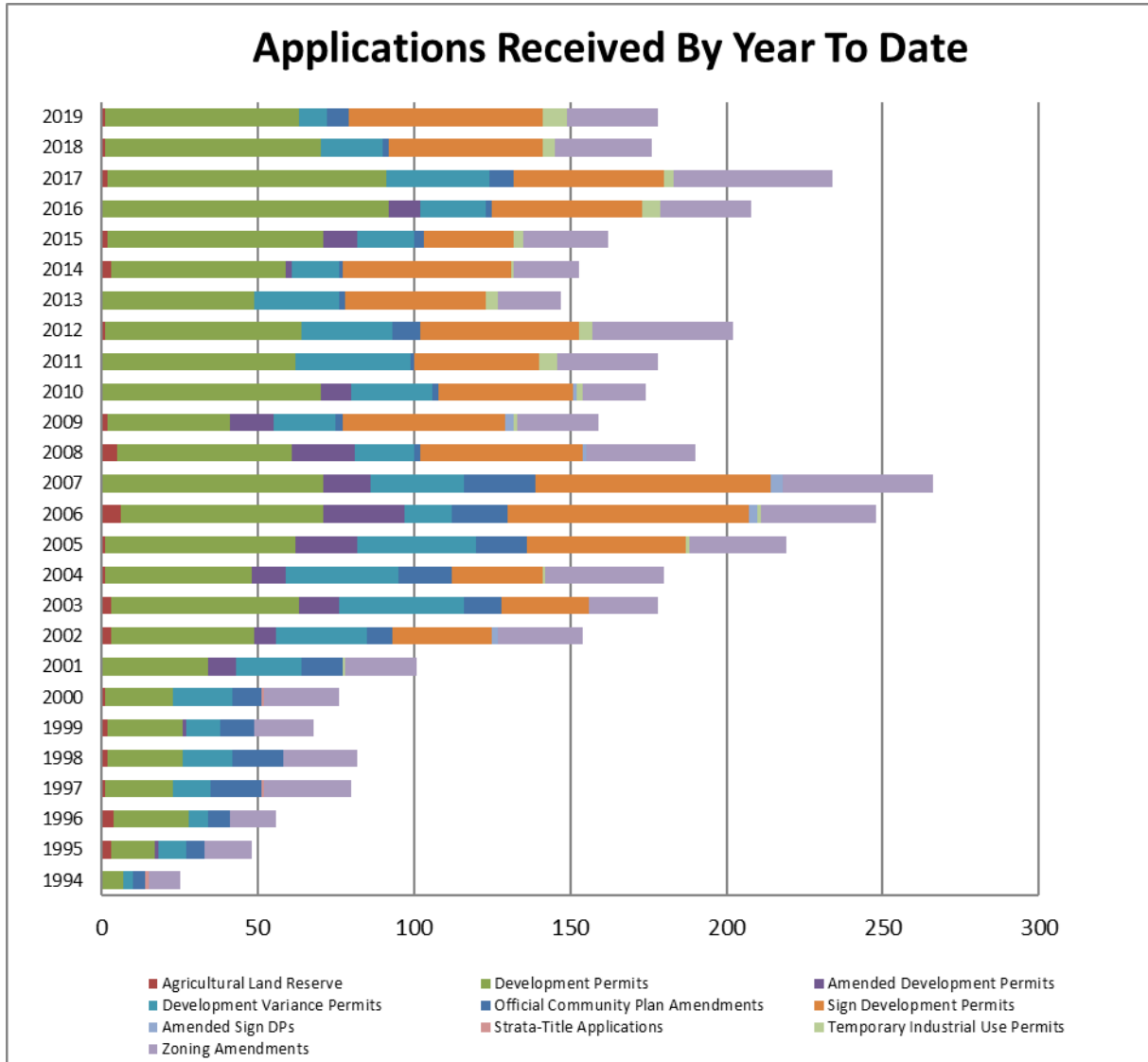
2019 Events at City Centre Park

Eagle Ridge Community Feb 20-24 Victoria Boat & Fishing Show Mar 17 Victoria Shamrocks St. Patty's Day Mar 23 Crusher Combat April 5-7 Victoria Kids Consignment event April 11-13 Westshore Quilters Group April 21 CCP Family Easter Event April 30 Celebration of Life Sept 8-9 Bocce Tournament Sept 20-21 Slegg Lumber Show Sept 27-29 Victoria Kids Consignment Nov 9 Crusher Combat Nov 22-23 Magic of Christmas Craft Fair	Westhills Arena Jan 4-6 JDF Minor Hockey Tournament Jan 18-19 Pacific Cup Tournament Feb 16-18 JDF Minor Hockey Tournament Feb 22-24 PCHA E15 Showcase Mar 16-18 9th Annual Debbie Cooper Memorial Tournament Oct 12-14 JDF Minor Hockey Tournament Nov 9-11 JDF Minor Hockey Tournament Dec 8 Annual Skate with Santa	
Westhills Stadium		
Feb 22 American Rugby Championships March 1 American Rugby Championships Apr 28 PFC Game May 1 PFC Game May 10-12 HSBC Women's 7's Rugby May 15 PFC Game May 18 PFC Game June 2 Goddess Run June 9 JDRF Telus Walk for the Cure June 15-16 Women's PFC Game June 23 PFC Game	June 30 Women's PFC Game July 1 PFC Game July 6 PFC Game July 13 PFC Game July 20 PFC Game Aug 10 Westshore Rebels Game Aug 24 PFC Game Aug 30 RC vs BC Rugby Game Aug 31 Langford 7's Rugby Tournament Sept 4 PFC Game Sept 11 PFC Game	Sept 14 PFC Game Sept 15 Westshore Rebels Game Sept 21 Westshore Rebels Game Oct 2 PFC Game Oct 5 Westshore Rebels Game Oct 19 PFC Game Oct 20 Westshore Rebels Game Oct 26 Westshore Rebels – playoff game Dec 7 BC Rugby Finals Dec 13 RC Men's Academy Games

OBJECTIVES AND MEASURES FOR 2020

- Complete the construction of the Jordie Lunn Bike Park in Irwin Ponds Park.
- Continue to look for grant opportunities for trail, playground and stadium expansion
- Promote Langford as a national sport organization and recreation destination
- Three wharf replacements
- Replacing equipment at City Centre Park and North Langford Recreation Centre
- Reviewing and renewing the VCMMC and Ecoasis Landscape maintenance contracts

RESULTS FROM 2019



Planning and Land Department

Applications Received to Date											
	ALR	DP	ADP	DVP	OCP	SDP	ASDP	Strata	TUP	Zoning	Total
1994	0	7	0	3	4	0	0	1	0	10	25
1995	3	14	1	9	6	0	0	0	0	15	48
1996	4	24	0	6	7	0	0	0	0	15	56
1997	1	22	0	12	16	0	0	1	0	28	80
1998	2	24	0	16	16	0	0	0	0	24	82
1999	2	24	1	11	11	0	0	0	0	19	68
2000	1	22	0	19	9	0	0	1	0	24	76
2001	0	34	9	21	13	0	0	0	1	23	101
2002	3	46	7	29	8	32	2	0	0	27	154
2003	3	60	13	40	12	28	0	0	0	22	178
2004	1	47	11	36	17	29	0	0	1	38	180
2005	1	61	20	38	16	51	0	0	1	31	219
2006	6	65	26	15	18	77	3	0	1	37	248
2007	0	71	15	30	23	75	4	0	0	48	266
2008	5	56	20	19	2	52	1	0	0	35	190
2009	2	39	14	20	2	52	3	0	1	26	159
2010	0	70	10	26	2	43	1	0	2	20	174
2011	0	62	0	37	1	40	0	0	6	32	178
2012	1	63	0	29	9	51	0	0	4	45	202
2013	0	49	0	27	2	45	0	0	4	20	147
2014	3	56	2	15	1	54	0	0	1	21	153
2015	2	69	11	18	3	29	0	0	3	27	162
2016	0	92	10	21	2	48	0	0	6	29	208
2017	2	89	0	33	8	48	0	0	3	51	234
2018	1	69	0	20	2	49	0	0	4	31	176
2019	1	61	0	9	8	62	0	0	8	29	178
2020	0	10	0	3	1	12	0	0	2	7	35
Total	44	1306	170	562	219	877	14	3	48	734	3977

Planning and Land Department

Fees Collected By Type of Application by Month and By Year									
	ALR	DP	DVP	Rezoning	PH	SDP	TUP	Monthly Total	Total to Date
Jan	\$ -	\$ 7,274	\$ 1,958	\$ 13,698	\$ 4,922	\$ 975	\$ 3,916	\$ 32,743	\$ 32,743
Feb	\$ 1,500	\$ 14,985	\$ -	\$ 11,295	\$ 4,922	\$ -	\$ -	\$ -	\$ 32,743
Mar	\$ -	\$ 69,373	\$ -	\$ -	\$ -	\$ 1,850	\$ -	\$ -	\$ 32,743
Apr	\$ -	\$ 13,254	\$ -	\$ 9,618	\$ 4,922	\$ -	\$ -	\$ 27,794	\$ 60,537
May	\$ -	\$ 3,970	\$ 1,397	\$ 12,974	\$ 4,922	\$ 450	\$ -	\$ 23,713	\$ 84,250
Jun	\$ -	\$ 21,274	\$ 1,432	\$ 15,017	\$ 7,282	\$ 1,350	\$ -	\$ 46,355	\$ 130,605
Jul	\$ -	\$ 9,743	\$ -	\$ 10,611	\$ 7,505	\$ 1,700	\$ -	\$ 29,559	\$ 160,164
Aug	\$ -	\$ 26,280	\$ -	\$ 41,958	\$ 5,044	\$ 1,950	\$ -	\$ 75,232	\$ 235,396
Sep	\$ -	\$ 29,447	\$ 2,864	\$ 13,755	\$ -	\$ 1,850	\$ -	\$ 47,916	\$ 283,312
Oct	\$ -	\$ 30,905	\$ -	\$ 9,858	\$ 5,044	\$ 950	\$ -	\$ 46,757	\$ 330,069
Nov	\$ -	\$ 14,594	\$ 1,432	\$ 14,102	\$ 2,522	\$ 550	\$ -	\$ 33,200	\$ 363,269
Dec	\$ -	\$ 32,925	\$ 1,432	\$ 25,449	\$ 4,357	\$ 925	\$ -	\$ 65,088	\$ 428,357
Total	\$ 1,500	\$ 274,024	\$ 10,515	\$ 178,335	\$ 51,442	\$ 12,550	\$ 3,916	\$ 428,357	\$ 532,282
2019	\$ 1,500	\$ 274,024	\$ 10,515	\$ 178,335	\$ 51,442	\$ 12,550	\$ 3,916		\$ 532,282
2018	\$ 300	\$ 322,961	\$ 20,397	\$ 139,676	\$ 52,738	\$ 8,950	\$ 1,911		\$ 546,933
2017	\$ 2,400	\$ 287,925	\$ 34,244	\$ 250,482	\$ 88,915	\$ 7,750	\$ 3,714		\$ 675,430
2016	\$ -	\$ 296,422	\$ 24,152	\$ 134,245	\$ 49,623	\$ 8,125	\$ 5,275		\$ 517,842
2015	\$ 1,500	\$ 231,603	\$ 17,500	\$ 79,270	\$ 44,000	\$ 4,535	\$ 1,700		\$ 380,108
2014	\$ 1,800	\$ 169,859	\$ 20,750	\$ 121,400	\$ 35,200	\$ 9,025	\$ 1,700		\$ 359,734
2013	\$ -	\$ 143,608	\$ 25,450	\$ 62,800	\$ 28,600	\$ 6,725	\$ 3,916		\$ 271,099
2012	\$ 300	\$ 190,621	\$ 20,475	\$ 192,752	\$ 76,630	\$ 8,050	\$ 4,825		\$ 493,653
2011	\$ -	\$ 242,039	\$ 34,450	\$ 91,120	\$ 44,100	\$ 7,625	\$ 3,525		\$ 422,859
2010	\$ 3,600	\$ 339,882	\$ 29,055	\$ 50,075	\$ 24,300	\$ 6,600	\$ 2,350		\$ 455,862
2009	\$ 600	\$ 177,908	\$ 24,330	\$ 133,750	\$ 26,400	\$ 10,800	\$ -		\$ 373,788
2008	\$ 3,600	\$ 286,539	\$ 19,990	\$ 149,982	\$ 55,311	\$ 11,445	\$ -		\$ 526,867
2007	\$ -	\$ 277,015	\$ 31,577	\$ 130,696	\$ 91,473	\$ 14,405	\$ -		\$ 545,167
2006	\$ 3,150	\$ 372,655	\$ 15,425	\$ 139,796	\$ 40,600	\$ 14,800	\$ -		\$ 586,426
2005	\$ 300	\$ 412,137	\$ 34,195	\$ 178,171	\$ 36,400	\$ 10,270	\$ -		\$ 671,474
2004	\$ -	\$ 261,296	\$ 30,920	\$ 167,845	\$ 45,766	\$ -	\$ -		\$ 505,828
2003	\$ 1,200	\$ 178,048	\$ 39,965	\$ 182,920	\$ 24,850	\$ -	\$ -		\$ 426,983
2002	\$ -	\$ 97,072	\$ 37,851	\$ 61,082	\$ 20,262	\$ -	\$ -		\$ 216,266

Type of Application	In Process 1st Q	Issued or Approved							
		1st Q		2nd Q		3rd Q		4th Q	
		2019	2020	2019	2020	2019	2020	2019	2020
Agricultural Land Commission	2	0	0	0		1		0	
Development Permits	14	13	13	18		15		12	
Sign Development Permits	12	12	13	9		28		9	
Development Variance Permits	7	2	1	1		4		0	
Liquor Licenses	3	0	0	0		0		0	
OCP Amendments	6	0	1	1		1		3	
Temporary Use Permits	3	1	1	5		1		3	
Zoning Amendments	32	4	5	4		8		7	
TOTAL	79	32	34	38		58		34	

CONSOLIDATED FINANCIAL STATEMENTS

2019

CITY OF LANGFORD
Consolidated Financial Statements
For the fiscal year ending December 31, 2019



City of Langford

www.cityoflangford.ca

Mayor:	Stewart Young
Councillors:	Denise Blackwell Matt Sahlstrom Lanny Seaton Norma Stewart Lillian Szpak Roger Wade
Chief Administrative Officer:	Darren Kiedyk, CPA, CGA
Director of Finance:	Michael Dillabaugh, CPA, CA
City Engineer:	Michelle Mahovich, M.Eng., P.Geo., P.Eng.
City Planner:	Matthew Baldwin, MCIP, RPP
Fire Chief:	Christopher Aubrey
Auditors:	KPMG
Solicitors:	Young Anderson
Bankers:	Bank of Montreal
Police:	RCMP - West Shore

CITY OF LANGFORD

Consolidated Financial Statements

Year ended December 31, 2019

Financial Statements

Management's Responsibility for the Consolidated Financial Statements	1
Independent Auditors' Report	2
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Debt	7
Consolidated Statement of Cash Flows	8
Notes to Consolidated Financial Statements	9

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the City of Langford (the "City") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Administration and Finance Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.



Chief Administrative Officer Director of Finance



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The City of Langford

Opinion

We have audited the consolidated financial statements of The City of Langford (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019 and its consolidated results of operations, its changes in net financial debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Victoria, Canada
May 4, 2020

CITY OF LANGFORD

Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Cash and cash equivalents (note 2)	\$ 17,869,648	\$ 44,970,524
Short term investments	32,979,782	5,000,000
Property taxes receivable	1,788,931	1,699,177
Accounts receivable	12,598,020	11,596,391
Other assets	527,786	542,205
	65,764,167	63,808,297
Financial liabilities:		
Accounts payable and accrued liabilities	13,115,466	8,469,077
Prepaid property taxes and licences	1,513,367	1,737,084
Deferred revenue (note 3)	21,267,347	18,853,277
Refundable deposits	14,586,054	14,284,240
Debt (note 4)	23,300,825	25,426,850
	73,783,059	68,770,528
Net debt	(8,018,892)	(4,962,231)
Non-financial assets:		
Tangible capital assets (note 5)	474,752,059	440,593,794
Sewer franchise agreement (note 6)	36,684,622	35,857,276
Prepaid expenses	765,798	973,979
	512,202,479	477,425,049
Commitments, contingencies and contractual rights (note 11 and 12)		
Subsequent events (note 14)		
Accumulated surplus (note 7)	\$ 504,183,587	\$ 472,462,818

The accompanying notes are an integral part of these consolidated financial statements.

Director of Finance

CITY OF LANGFORD

Consolidated Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	Financial Plan (note 13)	2019	2018 (note 15)
Revenue:			
Taxation, net (note 8)	\$ 32,957,489	\$ 32,920,719	\$ 30,294,924
Development cost charges (note 3)	6,522,792	3,413,466	3,342,053
Sewer capital recovery fees	-	10,784,310	10,876,787
Utility charges	5,000	5,000	5,000
Other	5,757,789	7,869,272	6,768,714
Licences and permits	2,982,400	3,734,870	3,330,584
Penalties and interest	410,000	468,191	400,766
Government transfers (note 9)	14,133,374	5,890,905	2,821,798
Commercial leasing	3,359,400	5,763,156	5,287,473
Casino	1,300,000	1,433,991	1,434,705
Investment earnings	200,000	888,676	516,566
Developer and property owner contributions	8,001,833	24,570,701	39,299,442
Total revenue	75,630,077	97,743,257	104,378,812
Expenses:			
General government services:			
Legislative	647,730	660,626	393,775
Administrative	2,955,400	4,130,226	2,919,353
Other	2,113,296	1,948,191	1,786,395
	5,716,426	6,739,043	5,099,523
Protective services:			
Police and bylaw enforcement	10,172,958	9,625,086	8,191,589
Fire protection and emergency response	3,572,978	3,998,699	3,387,848
Building inspection and other	785,824	796,415	775,127
	14,531,760	14,420,200	12,354,564
Engineering and public works:			
Common services	1,423,279	1,139,431	1,022,342
Land development services	496,959	758,318	704,601
Roads, streets and storm drainage	5,168,246	10,638,058	18,797,528
	7,088,484	12,535,807	20,524,471
Community services:			
Environmental and development services	1,009,500	1,047,989	980,930
Recreation and cultural services	11,053,085	15,360,480	13,361,255
West Shore Parks and Recreation Society (note 16)	5,633,530	5,962,005	6,071,702
	17,696,115	22,370,474	20,413,887
Utility and enterprise services:			
Sewer infrastructure	-	9,956,964	2,776,217
Total expenses	45,032,785	66,022,488	61,168,662
Annual surplus	30,597,292	31,720,769	43,210,150
Accumulated surplus, beginning of year	472,462,818	472,462,818	429,252,668
Accumulated surplus, end of year	\$ 503,060,110	\$ 504,183,587	\$ 472,462,818

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF LANGFORD

Consolidated Statement of Changes in Net Debt

Year ended December 31, 2019, with comparative information for 2018

	Financial Plan (note 13)	2019	2018
Annual surplus	\$ 30,597,292	\$ 31,720,769	\$ 43,210,150
Acquisition of tangible capital assets	(21,369,993)	(24,345,013)	(10,333,205)
Amortization of tangible capital assets	-	9,042,171	8,395,688
Loss on sale of tangible capital assets	-	168,710	1,839,538
Proceeds on sale of tangible capital assets	-	1,381,647	586,603
Sewer capital recovery fees	-	(10,784,310)	(10,876,787)
Sewer capital agency fee	-	9,241,729	2,098,712
Developer contributions of tangible capital assets	-	(19,116,957)	(26,797,555)
Change in proportionate share of West Shore Parks & Rec Society	-	(573,588)	(97,446)
Transfer of assets to other Governments (note 9)	-	-	7,286,366
Transfer of work in progress to operating	-	-	67,810
	9,227,299	(3,264,842)	15,379,874
Consumption of prepaid expenses	-	208,181	(148,969)
Change in net debt	9,227,299	(3,056,661)	15,230,905
Net debt, beginning of year	(4,962,231)	(4,962,231)	(20,193,136)
Net debt, end of year	\$ 4,265,068	\$ (8,018,892)	\$ (4,962,231)

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF LANGFORD

Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 31,720,769	\$ 43,210,150
Items not involving cash:		
Amortization of tangible capital assets	9,042,171	8,395,688
Loss on sale of tangible capital assets	168,710	1,839,538
Developer contributions of tangible capital assets	(19,116,957)	(26,797,555)
Sewer capital recovery fees	(10,784,310)	(10,876,787)
Sewer capital agency fee	9,241,729	2,098,712
Change in proportionate share of West Shore Parks & Rec Society	(573,588)	(97,446)
Transfer of assets to other Governments	-	7,286,366
Transfer of work in progress to operating	-	67,810
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(89,754)	77,311
Accounts receivable	(1,001,629)	3,822,888
Other assets	14,419	(84,347)
Accounts payable and accrued liabilities	4,646,389	(5,661,061)
Prepaid property taxes and licences	(223,717)	867,500
Deferred revenue	2,414,070	3,715,406
Refundable deposits	301,814	2,289,591
Prepaid expenses	208,181	(148,969)
	25,968,297	30,004,795
Capital activities:		
Acquisition of tangible capital assets	(24,345,013)	(10,333,205)
Proceeds on sale of tangible capital assets	1,381,647	586,603
	(22,963,366)	(9,746,602)
Financing activities:		
Debt proceeds	-	2,300,000
Debt payments	(2,126,025)	(2,691,850)
Purchase of investments	(27,979,782)	(5,000,000)
	(30,105,807)	(5,391,850)
Increase (decrease) in cash and cash equivalents	(27,100,876)	14,866,343
Cash and cash equivalents, beginning of year	44,970,524	30,104,181
Cash and cash equivalents, end of year	\$ 17,869,648	\$ 44,970,524
Supplemental cash flow information:		
Cash paid for interest	\$ 739,169	\$ 626,079
Cash received from interest	888,676	516,566

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF LANGFORD

Notes to Consolidated Financial Statements

Year ended December 31, 2019

The City of Langford (the "City") is incorporated and operates under the provisions of the British Columbia Local Government Act and the Community Charter of British Columbia.

1. Significant accounting policies:

The consolidated financial statements of the City are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the City are as follows:

(a) Reporting entity:

The consolidated financial statements include the assets, liabilities, revenues and expenses of the City. The consolidated financial statements also include the City's proportionate interest in the West Shore Parks and Recreation Society ("West Shore"), an organization jointly controlled by the City. The City does not administer any trust activities on behalf of external parties.

(b) Basis of accounting:

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

Property tax revenue is recognized on an accrual basis using approved tax rates and the anticipated assessment for the current year. Parcel tax revenues are recognized in the year that they are levied.

(d) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired thereby extinguishing any liability to the City.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred, development cost charges are recognized as revenue in amounts which equal the associated expenses.

(e) Refundable deposits:

Receipts restricted by third parties are deferred and reported as refundable deposits under certain circumstances. Refundable deposits are returned when the third party meets their obligations or the deposits are recognized as revenue when qualifying expenditures are incurred.

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

CITY OF LANGFORD

Notes to Consolidated Financial Statements

(g) Cash equivalents:

Cash equivalents include short-term, highly liquid investments that are cashable on demand or have a term to maturity of 90 days or less at acquisition.

(h) Long-term debt:

Long-term debt is recorded net of related repayments and actuarial earnings.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	10-50
Buildings	25-70
Vehicles, machinery, equipment	5-25
Sewer and storm infrastructure	75-100
Road infrastructure	10-75

Non-financial assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value and are recorded as revenue at the date of receipt.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(v) Inventory of supplies

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

(vi) Contaminated sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- 1) an environmental standard exists
- 2) contamination exceeds the environmental standard
- 3) the City is directly responsible or accepts responsibility for the liability
- 4) future economic benefits will be given up, and
- 5) a reasonable estimate of the liability can be made

CITY OF LANGFORD

Notes to Consolidated Financial Statements

(j) Employee benefits:

The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred. The costs of a multi-employer defined contribution pension plan, such as the Municipal Pension Plan, are the employer's contributions due to the plan in the period.

(k) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating fair value of contributed tangible capital assets and in estimating provisions for accrued liabilities. Actual results could differ from these estimates.

2. Cash and cash equivalents:

	2019	2018
West Shore Parks and Recreation Society	\$ 1,444,846	\$ 1,632,134
Cash	9,024,949	20,338,390
Term deposits	7,399,853	23,000,000
	\$ 17,869,648	\$ 44,970,524

The City has an approved operating line of credit of \$10,500,000.

3. Deferred revenue:

Deferred revenue, reported on the consolidated statement of financial position, is comprised of the following:

	2019	2018
Development cost charges	\$ 19,434,367	\$ 17,000,931
Hotel room tax	1,114,556	1,198,495
Other	718,424	653,851
	\$ 21,267,347	\$ 18,853,277

Development cost charges:

	2019	2018
Opening balance of unspent funds	\$ 17,000,931	\$ 13,462,079
Add:		
Development cost charges received during the year	5,521,742	6,606,753
Interest earned	325,160	274,152
	22,847,833	20,342,984
Less amount spent on projects and recorded as revenue	(3,413,466)	(3,342,053)
	\$ 19,434,367	\$ 17,000,931

CITY OF LANGFORD

Notes to Consolidated Financial Statements

4. Debt:

(a) Debt:

Debt from the TD Bank is comprised of an interim financing facility which bears interest at Bankers Acceptance Rate plus stamping fee of 60 basis points. The current rate of interest is 2.15%.

(b) Principal payments on long term debt and budgeted repayments on short-term debt for the next five years are as follows:

2020	\$	1,471,500
2021		1,496,400
2022		1,491,400
2023		1,490,500
2024		1,498,100

5. Tangible capital assets:

(a) Assets under construction:

Assets under construction have a value of \$6,417,023 (2018 - \$3,621,581) and have not yet been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$19,116,957 (2018 - \$26,797,555) comprised of land \$12,717,447 (2018 - \$19,927,362), land improvements \$118,240 (2018 - \$21,000), sewer and storm infrastructure \$2,525,206 (2018 - \$3,035,188) and roads infrastructure \$3,756,064 (2018 - \$3,814,005).

(c) Works of art and historical treasures:

The City manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-down of tangible capital assets:

No tangible capital assets were written down in 2019 or 2018.

(e) West Shore Parks and Recreation Society:

The City's proportionate share of West Shore Parks and Recreation Society assets includes land, buildings, and equipment which are subject to amortization policies consistent with those of the City.

CITY OF LANGFORD

Notes to Consolidated Financial Statements

Note 5. Tangible Capital Assets (Continued)

		Land	Land Improvements	Buildings	Vehicles Machinery & Equipment	Sewer and Storm Infrastructure	Roads Infrastructure	Assets Under Construction	West Shore Parks & Recreation Society	2019	2018
Cost:											
Opening	\$	189,836,615	16,387,398	40,526,309	13,425,797	61,453,866	165,991,589	3,621,581	32,444,283	\$ 523,687,438	\$ 497,818,035
Additions		15,787,466	3,627,649	8,384,048	1,740,423	2,525,206	6,627,123	4,226,075	543,980	43,461,970	37,130,760
Transfers		-	216,757	977,488	119,158	-	3,335	(1,316,738)	-	-	-
Disposals		(1,359,247)	(475,453)	-	(198,865)	-	(30,752)	(113,895)	(61,090)	(2,239,302)	(11,400,435)
Change in share		-	-	-	-	-	-	-	835,280	835,280	139,078
Balance, end of year		204,264,834	19,756,351	49,887,845	15,086,513	63,979,072	172,591,295	6,417,023	33,762,453	565,745,386	523,687,438
Accumulated Amortization:											
Opening		-	6,065,102	7,946,648	7,555,844	11,409,241	39,952,058	-	10,164,751	83,093,644	76,953,947
Disposals		-	(427,908)	-	(193,219)	-	(9,227)	-	(58,591)	(688,945)	(1,620,117)
Amortization		-	845,689	953,269	942,998	986,675	3,932,836	-	665,469	8,326,936	7,718,182
Change in share		-	-	-	-	-	-	-	261,692	261,692	41,632
Balance, end of year		-	6,482,883	8,899,917	8,305,623	12,395,916	43,875,667	-	11,033,321	90,993,327	83,093,644
Net book value, end of year	\$	204,264,834	13,273,468	40,987,928	6,780,890	51,583,156	128,715,628	6,417,023	22,729,132	\$ 474,752,059	\$ 440,593,794

CITY OF LANGFORD

Notes to Consolidated Financial Statements

6. Sewer franchise agreement:

During 2004, the City entered into a franchise and partnering agreement with West Shore Environmental Services Inc. ("WSES") and Terasen Utility Services Inc. The term of the agreement is 21 years, with a single 21 year renewal. Under the agreement, the City grants an exclusive franchise to WSES to design, construct, finance, own, and operate and maintain sanitary sewers in the City. The City also grants an exemption from municipal property tax for sewer infrastructure and WSES has been granted an Order in Council to extend that exemption to property taxes for all other jurisdictions. Upon termination of the agreement, the sewer infrastructure constructed by WSES will be acquired by the City for a nominal payment.

WSES will recover its capital costs by imposition of a sewer capital recovery fee ("SCRF") on owners of property who wish to connect to the sewer. WSES will also bill and collect all user fees. WSES will pay the City franchise fees that are estimated to total \$11 million over the 21 year term of the agreement.

The City records the costs of sewer infrastructure constructed by WSES \$2,256,983 (2018 - \$4,510,953) and corresponding remaining cost to be recovered. The remaining cost to be recovered is reduced as SCRF's are collected by WSES.

The cost of WSES sewer infrastructure, less residual value, is amortized on a straight line basis over their estimated useful lives, 60 to 70 years. During the 2019 year, the remaining costs to be recovered were in excess of the amount owing. In accordance with the agreement, the City has recorded an agency fee of the excess in the amount of \$9,241,729 (2018 - \$2,098,712).

	Opening	Increase	Decrease	Closing
WSES sewer infrastructure				
Cost	\$ 43,255,293	2,256,983	(714,402)	\$ 44,797,874
Accumulated amortization	(7,398,017)	(715,235)	-	(8,113,252)
	35,857,276	1,541,748	(714,402)	36,684,622
Remaining cost to be recovered	-	(2,256,983)	2,256,983	-
	\$ 35,857,276	(715,235)	1,542,581	\$ 36,684,622

7. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2019	2018
Surplus:		
Invested in tangible capital assets	\$ 488,135,856	\$ 451,024,220
Other	(5,171,115)	(98,595)
Total surplus	482,964,741	450,925,625
Reserves set aside by Council:		
Future operational contingencies	855,630	653,760
Future capital contingencies	1,208,946	984,000
Federal Gas Tax	3,607,840	2,449,326
West Shore Parks & Rec Society	931,594	961,791
Total reserves	6,604,010	5,048,877
Reserve funds set aside for specific purposes by Council:		
Capital works	4,166,876	1,911,266
Affordable housing	2,598,091	2,039,036
Parks and open space	1,157,991	2,431,746
Parkland improvement	3,029	2,975
General amenity	3,738,423	7,740,700
Equipment replacement	950,758	762,487
Sidewalk capital	49,234	48,334
Bear Mountain fire hall	1,400,559	1,355,208
Special police capital	-	148,324
Special police operating	500,735	-
Downtown parking	49,140	48,240
Total reserve funds	14,614,836	16,488,316
	\$ 504,183,587	\$ 472,462,818

CITY OF LANGFORD

Notes to Consolidated Financial Statements

8. Taxation:

Taxation revenue, reported on the consolidated statement of operations, is comprised of the following:

	2019	2018
General	\$ 30,401,773	\$ 28,236,723
Parcel tax	1,953,825	1,532,460
Revenue in lieu of taxes	115,241	95,937
Collections for other governments	31,934,124	29,650,587
1% utility taxes	449,880	429,804
	64,854,843	59,945,511
Less taxes levied for other authorities:		
Capital Regional District - General Operating	7,490,488	6,577,464
Revenue in lieu of taxes	93,988	73,988
Capital Regional Hospital District	2,613,170	2,515,842
School Authorities	18,317,177	17,428,848
BC Assessment Authority	508,356	482,952
Municipal Finance Authority	2,497	2,210
BC Transit	2,908,448	2,569,283
	31,934,124	29,650,587
	\$ 32,920,719	\$ 30,294,924

9. Government transfers:

The City recognizes the transfer of government funding as revenue when received and all related eligibility criteria and stipulations have been satisfied.

	2019	2018
Operating transfers:		
Federal	\$ 102,027	\$ 33,394
Provincial	709,574	348,170
Other	813,219	661,452
	1,624,820	1,043,016
Capital transfers:		
Federal	2,883,317	1,374,049
Provincial	1,179,165	180,353
Other	203,603	224,380
	4,266,085	1,778,782
	\$ 5,890,905	\$ 2,821,798

CITY OF LANGFORD

Notes to Consolidated Financial Statements

10. Municipal pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021 with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City paid \$877,689 (2018 - \$775,858) for employer contributions while employees contributed \$740,612 (2018 - \$673,497) to the Plan in fiscal 2019.

11. Commitments and contingencies:

(a) Contingent liabilities:

The CRD debt, under provisions of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the City of Langford.

The City is a shareholder and member of the Capital Region Emergency Service Telecommunications (CREST) Incorporated who provides centralized emergency communications, and related public safety information services to municipalities, regional district, the provincial and federal governments and their agencies, and emergency services organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

(b) Litigation liability:

From time to time, the City is subject to claims and other lawsuits that arise in the ordinary course of business, some of which may seek damages in substantial amounts. Liability for these claims and lawsuits are recorded to the extent that the probability of a loss is likely and it is estimable. It is considered that the potential claims against the City resulting from such litigation will be covered by insurance and therefore will not materially affect the consolidated financial statements of the City.

(c) Commitments:

The City entered into a long-term contract with the Royal Canadian Mounted Police (RCMP) for the provision of police services effective October 1, 1994. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2020 estimated cost of this contract is \$8,036,600.

On February 7, 2013, the City entered into a purchase of service agreement with the YMCA/YWCA of Greater Victoria to provide access for Langford residents to an aquatic facility to be built in Langford. The City agreed to pay \$750,000 per year to be indexed by population every two years from the opening date to a maximum of \$950,000 per year for a period of 25 years.

As at December 31, 2019, the following major contracts were in progress:

	Total Amount of Contract	Paid or Accrued
Operating	\$ 19,744,518	\$ 11,601,240
Capital	-	-

CITY OF LANGFORD

Notes to Consolidated Financial Statements

12. Contractual rights:

The City has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts for the years ending December 31 are as follows:

2020	\$	521,247
2021		500,000
2022		510,000
2023		410,000
2024		410,000
	\$	2,351,247

In addition to these contractual rights, the City has agreements with other parties that provide payments to the City based on a percentage earned throughout the year.

13. Financial plan:

The financial plan data presented in these consolidated financial statements is based upon the 2019 operating and capital financial plans approved by Council on May 6, 2019. Amortization expense was not contemplated on development of the financial plan and, as such, has not been included. The chart below reconciles the approved financial plan to figures reported in these consolidated financial statements.

	Financial plan amount
Revenues:	
Operating	\$ 49,110,391
Capital	43,705,292
West Shore Parks & Rec Society	3,121,794
Less:	
Transfers from own funds	15,807,400
Proceeds on debt issue	4,500,000
Total revenue	75,630,077
Expenses:	
Operating	49,110,391
Capital	43,705,292
West Shore Parks & Rec Society	3,121,794
Less:	
Capital expenditures	43,705,292
Transfer to own funds	5,041,500
Debt principal payments	2,157,900
Total expenses	45,032,785
Annual surplus	\$ 30,597,292

14. Subsequent Event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This situation presents uncertainty over the City's future cash flows and may have a significant impact on the City's future operations. Potential impacts on the City's business could include future decreases in revenue, future increases in expenses, impairment of receivables, impairment of investments or reduction in investment income and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact of the economy are not known, an estimate of the financial effect on the City is not practical at this time.

15. Comparative Figures

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year. The City has adjusted the prior year comparative figures for revenue and expenses to reflect the gross up of contractual revenues and expenses which were previously netted.

CITY OF LANGFORD

Notes to Consolidated Financial Statements

16. West Shore Parks and Recreation Society:

(a) Capital asset transfer:

The Capital Regional District (the "CRD") transferred the lands and facilities comprising the Juan de Fuca Recreation Centre to the following municipal members (the "Municipalities") effective January 2, 2002; City of Langford, City of Colwood, District of Highlands, District of Metchosin and the CRD (on behalf of a portion of the Juan de Fuca Electoral Area). Effective January 1, 2007 the Town of View Royal became a member of the Society. Effective January 1, 2018, the CRD is no longer a member of the Society.

In 2002 the lands and facilities were transferred to the Municipalities in their proportionate share, as specified in the Co-Owners' Agreement. The lands and facilities were reallocated amongst the members on January 1, 2007 when the Town of View Royal became a member. Future improvements are allocated among the members as per the cost sharing formula in effect each year for each service or facility, as outlined in a Members' Agreement. For 2019, the City's share of improvements purchased by the Society on its behalf is \$352,050.

Because the cost sharing formula in the Members' Agreement produces different cost shares for the members from year-to-year, there is a gain or loss on the opening fund balances. In 2019, the City of Langford's share is \$573,588. Included in this amount is the reallocation of the shares previously owned by the Juan de Fuca Electoral Area.

The Municipalities have each become members in the Society, which was incorporated to provide parks, recreation and community services to the Municipalities under contract. Under terms of an Operating, Maintenance and Management Agreement, the Society is responsible to equip, maintain, manage and operate the facilities located at the recreation centre.

(b) Consolidation:

Financial results and budget for the Society are consolidated into the City's financial statements proportionately, based on the cost sharing formula outlined in the Members' Agreement. In 2019 the City's proportion for consolidation purposes was 52.07% (2018 - 50.77%).

Condensed financial information for the Society is as follows:

	2019	2018
Financial assets	\$ 3,480,294	\$ 3,636,125
Financial liabilities	2,362,813	2,233,137
Net financial assets	1,117,481	1,402,988
Non-financial assets	1,308,209	1,030,170
Accumulated surplus	\$ 2,425,690	\$ 2,433,158
Invested in tangible capital assets	\$ 1,041,200	\$ 982,438
Reserve funds	1,921,597	2,036,113
Other	(537,107)	(585,393)
	\$ 2,425,690	\$ 2,433,158
Revenues	\$ 7,330,284	\$ 6,547,215
Requisition from members	4,947,539	4,947,539
	12,277,823	11,494,754
Expenses	7,337,752	6,331,257
Requisition from members	4,947,539	4,947,539
	12,285,291	11,278,796
Annual surplus (deficit)	\$ (7,468)	\$ 215,958

CITY OF LANGFORD

Notes to Consolidated Financial Statements

17. Segmented information:

The City is a diversified municipal government institution that provides a wide range of services to its citizens, including General Government Services, Protective Services, Engineering and Public Works Services, Community Services and Utility and Enterprise Services. Service Areas were created for the purpose of recording specific activities to attain certain objectives in accordance with regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these Service Areas. Departments disclosed in the Segmented Information, along with the services they provide are as follows:

General Government Services

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing City assets; ensuring effective financial management; monitoring performance and ensuring that high quality City services standards are met.

Protective Services

The Departments within Protective Services are Police and Bylaw Enforcement; Fire Protection and Emergency Response; and Building Inspection. The mandates of these departments are to enforce laws, prevent crime, maintain peace, order and security by protecting life, property and the environment.

Engineering and Public Works

The Engineering Department is responsible for the transportation services within the City. This includes roads, storm drains, sidewalks, street lighting and trolley.

Community Services

The Departments within Community Services include Environmental and Development Services and Recreation and Cultural Services. The Environmental and Development Services Department is responsible for preparing land use plans, bylaws and policies for sustainable development of the City and for reviewing and approving new development. The Recreation and Cultural Services Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities and cultural services.

Utility and Enterprise Services

This Department is responsible for administering the Sewer Franchise Agreement (note 6) for the City.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. The following table provides additional financial information for the foregoing segments. Taxation and grants in lieu of taxes are apportioned to the functions based on their share of the net budgeted expenditures in the Financial Plan.

CITY OF LANGFORD

Notes to Consolidated Financial Statements

Note 17 2019 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 6,045,281	\$ 11,986,866	\$ 4,018,592	\$ 10,869,980	\$ -	\$ 32,920,719
Utility charges	-	-	-	-	5,000	5,000
Government transfers	498,000	914,110	3,232,928	1,245,867	-	5,890,905
Commercial leasing	51,608	98,974	-	5,612,574	-	5,763,156
Other	4,811,065	80,525	56,949	4,277,600	10,784,310	20,010,449
Licences and permits	29,610	2,750,445	180,389	774,426	-	3,734,870
Developer and property owner contributions	3,513,105	20,000	15,236,123	3,257,067	2,544,406	24,570,701
Development cost charges	-	-	839,629	2,573,837	-	3,413,466
Casino	-	-	1,433,991	-	-	1,433,991
Total Revenue	14,948,669	15,850,920	24,998,601	28,611,351	13,333,716	97,743,257
Expenses:						
Salaries, wages and employee benefits	3,117,907	5,019,730	1,995,821	2,976,949	-	13,110,407
Contracted and general services	1,866,532	8,149,154	4,265,372	14,227,278	9,241,729	37,750,065
Materials, goods, supplies and utilities	595,214	566,021	575,728	1,036,906	-	2,773,869
Other	887,521	230,058	818,461	1,409,936	-	3,345,976
Amortization	271,869	455,237	4,880,425	2,719,405	715,235	9,042,171
Total Expenses	6,739,043	14,420,200	12,535,807	22,370,474	9,956,964	66,022,488
Annual surplus (deficit)	\$ 8,209,626	\$ 1,430,720	\$ 12,462,794	\$ 6,240,877	\$ 3,376,752	\$ 31,720,769

CITY OF LANGFORD

Notes to Consolidated Financial Statements

Note 17 2018 Segmented Information (Continued)

	General Government Services	Protective Services	Engineering and Public Works	Community Services	Utility and Enterprise Services	Total
Revenue:						
Taxation	\$ 5,101,562	\$ 10,052,915	\$ 6,362,780	\$ 8,777,667	\$ -	\$ 30,294,924
Utility charges	-	-	-	-	5,000	5,000
Government transfers	184,177	824,641	1,749,586	63,394	-	2,821,798
Commercial leasing	44,100	213,565	-	5,029,808	-	5,287,473
Other	3,766,613	64,424	33,021	3,821,988	10,876,787	18,562,833
Licences and permits	23,420	2,057,397	244,665	1,005,102	-	3,330,584
Developer and property owner contributions	4,554,403	34,100	27,803,196	3,872,555	3,035,188	39,299,442
Development cost charges	-	-	3,262,243	79,810	-	3,342,053
Casino	222,735	-	1,211,970	-	-	1,434,705
Total Revenue	13,897,010	13,247,042	40,667,461	22,650,324	13,916,975	104,378,812
Expenses:						
Salaries, wages and employee benefits	2,622,011	4,253,657	1,999,241	3,043,877	-	11,918,786
Contracted and general services	1,194,302	6,923,932	5,521,019	11,277,660	2,098,712	27,015,625
Materials, goods, supplies and utilities	629,059	512,883	470,530	1,172,314	-	2,784,786
Other	385,457	223,163	7,921,330	2,523,829	-	11,053,779
Amortization	268,694	440,929	4,612,351	2,396,207	677,505	8,395,686
Total Expenses	5,099,523	12,354,564	20,524,471	20,413,887	2,776,217	61,168,662
Annual surplus (deficit)	\$ 8,797,487	\$ 892,478	\$ 20,142,990	\$ 2,236,437	\$ 11,140,758	\$ 43,210,150

CITY OF LANGFORD BYLAW NO. 1795

AMEND BYLAW NO. 1718 BEING THE "CITY OF LANGFORD PERMISSIVE TAX EXEMPTION BYLAW NO. 1718, 2017"

WHEREAS Council may exempt land and improvements from taxation under Section 224 of the Community Charter;

NOW THEREFORE the Council of the City of Langford, in open meeting assembled, hereby enacts as follows:

1. That the buildings and improvements together with certain lands surrounding the buildings and improvements and more particularly described as:

gg) Roll No. 01-62-327-05816.000

Lot 4, Block 1, PI VIP1739, Section 72, Esquimalt Land District
Indigenous Perspectives Society
664 Granderson Rd
PID 001-826-247

hh) Roll No. 01-62-327-05653.000

Lot B, VIP7819, Section 72, Esquimalt Land District
Bishop of Victoria
2750 Claude Rd
PID 001-743-929

ii) Roll No. 01-62-327-05650.000

Parcel A, Lot 7, VIP3544, Section 72, Esquimalt Land District DD 14738W
Bishop of Victoria
2756 Claude Rd
PID 006-227-520

Be added to Section 1.

2. That section (s) and (z) be deleted and replaced with:

(s) Roll No. 01-62-327-06385.084

Portion of Lot A, PI EPP58443, Section 86 and 87, Esquimalt District
Westhills Land Corp (Victoria Conservatory of Music)
1319 thills Drive

(z) Roll No. 01-62-327-05764.000
Lot 22, PI VIP7235, Section 72, Esquimalt District, PID 005-741-980
Lot 23, PI VIP7235, Section 72, Esquimalt District, PID 005-741-998
Goldstream Masonic Hall
679 Goldstream Avenue

2. This bylaw may be cited for all purposes as "City of Langford Permissive Tax Exemption Bylaw No. 1718, 2017, Amendment No. 1, Bylaw No. 1795, 2018"

READ A FIRST TIME this 4th day of September 2018.

READ A SECOND TIME this 4th day of September 2018.

READ A THIRD TIME this 4th day of September 2018.

ADOPTED this 17th of September, 2018.

MAYOR

(Certified Correct)
CORPORATE OFFICER



DEVELOPMENT COST CHARGES

CITY OF LANGFORD ANNUAL DEVELOPMENT COST CHARGES REPORT FOR THE YEAR ENDED DECEMBER 31, 2019

	Opening Balance	DCC's Received	Expenditures	Interest Earned	Closing Balance
Parks	\$ 14,303,409	3,335,283	- 2,573,836	271,790	15,336,646
Sewer	29,065	-	-	541	29,606
Storm Drainage	698,922	293,768	-	14,687	1,007,377
Roads	1,969,533	1,892,691	- 839,629	38,142	3,060,738
	\$ 17,000,929	5,521,742	- 3,413,465	325,161	19,434,367

There were no waivers or reductions of development cost charges under Section 933.1(2) of the Local Government Act.